

CLEP Computer-Based Testing pilots successful

Here's the good news—the CLEP eCBT software was successfully installed at three pilot DANTES Test Centers. For 2 weeks following installation, these sites conducted CLEP computer-based testing (CBT). As a famous news commentator would say, "Now, for the rest of the story."



During a 3-week period beginning 19 August, representatives from DANTES, the College Board, and Educational Testing Service (ETS) worked with the local DANTES TCO and computer technical support personnel to install the CLEP eCBT program at Langley Air Force Base, Quantico Marine Corps Base, and Naval Air Station, Pensacola. Because of delayed delivery of the Fort Meade server and unexpected software changes prior to deployment, installation was canceled at the Army's pilot site. We have rescheduled Fort Meade as a site to evaluate the DOD version of CLEP eCBT software prior to deployment to DANTES Test Centers.

To prepare for pilot site installations, we focused our efforts on the extensive testing of the CLEP eCBT

pilot software to ensure it did not pose a security risk to DOD computers and networks. We also coordinated with the Services to collect site-readiness information and arranged for installation of CLEP eCBT software at the pilot sites. Key milestones were:

April 2002: Formed the CLEP eCBT Deployment and Operation Information Technology (DO IT) team comprised of education program managers and information technology representatives from each of the Services. The mission of the CLEP DO IT team is:

- Collecting Service-specific information regarding the readiness of their education centers to support CBT.

- Assisting in the development of deployment plans for their respective Services.

- Identifying implementation issues for DANTES to solve contractually with The College Board.

April-July 2002: Received and tested a DOD pilot version of the CLEP eCBT software. This software contained many of the previously defined DOD security, technical, and functional requirements for administering and reporting DANTES-funded CLEP tests. We conducted prototype testing of this software at DANTES. DANTES TCOs from Hurlburt Field; Coast Guard Training Center, Mobile; and Naval Air Station, Pensacola participated in the prototype. The Navy

College Office in Pensacola arranged for examinees to test on the computer-based CLEP exams.

August–September 2002: Conducted end-user training, evaluated installation procedures, and collected pilot site functional and technical data from the three pilot locations.

September–October 2002: Evaluated test results and formulated security, technical, and functional compliance conclusions. Developed contract requirements for deploying and maintaining the CLEP eCBT Program at DANTES Test Centers and for introducing DANTES-funded CLEP testing at national test centers.

The next phase of the project involves the actual receipt of a deployable version of the CLEP eCBT software. We will again subject this version to security testing to determine compliance with DOD Information Technology Security Certification and Accreditation Process (DITSCAP) requirements. To streamline joint-Service deployment of the CLEP eCBT system, DANTES will facilitate the Type Accreditation process and distribute

Continued on page 4, CLEP CBT

Distance Learning

DANTES Distance Learning news

2002 Distance Learning Catalogs available on CD

DANTES has published the 2002 Distance Learning Catalogs on CD-ROM. The CDs are available to education services personnel. If you would like to order copies of the CD-ROM, please E-mail us at dstlearn@voled.doded.mil or call (850) 452-1085 or DSN 922-1085. Provide us with your name, title, Service, installation, office mailing address, DANTES ID number, and how many copies you would like. There is a limit of 5 CDs.

Tuition Assistance processing

DANTES Tuition Assistance (TA) Management Program

Up-Front TA - Paid to the School

We pay up-front TA when we receive the TA enrollment form and an invoice from the school. The schools generally take 4 or more weeks sending us the enrollment form and invoice from the time the student enrolls. We take 2-4 weeks to process and authorize payment, depending on our workload. We then send it to DFAS in Pensacola, and they take 3-6 weeks depending on their workload. So, basically, it takes about 10 weeks from the time a student enrolls until the school is paid. Don't forget, we need something from

the school telling us the course was successfully completed, or we have to start recoupment proceedings. Students need to take steps to ensure we get a document from the school indicating they have successfully completed the course.

Reimbursed TA – Paid to the Student

We sometimes encounter students who think the term "reimbursed" means they apply for TA after they have completed the course. This is not so—the TA application **must** be approved before the student enrolls. Reimbursement occurs when DANTES receives an indication from the school that the student has successfully completed the course.

When we receive the DANTES 1562/31, [DANTES Enrollment Form for Service Members](#), we enter it into our database and wait for a grade report. Grade reports **must** come from the school, the education center, or the office that approved the TA. Grade reports may be mailed to DANTES, Code 20J, 6490 Sauflley Field Road, Pensacola, FL 32509-5243 or E-mailed to tahelp@voled.doded.mil. Grade reports should not be faxed since some schools use a security background that prevents alterations which causes the grade reports and transcripts to be unreadable when they are faxed.

For reimbursements, we ask for a direct deposit form from the student.

We pay reimbursements when we receive a grade report. Since many schools do not automatically send the grade reports to us, students must ask the school to send them to us. The process of posting the grade and authorizing payment takes about 2-4 weeks. We then send it to DFAS to make the payment. DFAS takes 3-6 weeks to pay, depending on their workload. So, it can take about 8 weeks from the time we receive the grade until the student is reimbursed.

Questions about TA policy should be addressed to the education offices. Questions about processing TA should be directed to DANTES at tahelp@voled.doded.mil or (850) 452-1085. Questions about the disbursement should be addressed to DFAS at dfas-pe-vpis@dfas.mil or (850) 452-5892.

Calendar

November

7, 12, 14	ASE Conus
11-16	GRE Subject*
12, 13, 14	ASE Overseas
23-27	Praxis*

December

6	Excelsior Extended Response (Essay)
7	LSAT
16-21	GRE Subject*

January 2003

11-15	Praxis*
13-17	CLEP General English Composition w/Essay*

February

7	Excelsior Extended Response (Essay)
8	LSAT

Notes:

Overseas test centers send orders 6 weeks before the test date. Conus test centers send orders 4 weeks before the test date. Contractors ship tests to arrive just before the planned test date.

*Select only one test date from the published period for DANTES testing and specify that date on the order form.

<http://voled.doded.mil/dantes/exam/02-03htm>

Printing error in DSST exams

Recent versions of **SH490 – Lifespan Developmental Psychology** and **SL536 – Introduction to Computing** test booklets were found to contain printing errors. While the errors do not affect scoring of the exam, they could lead to confusion on the part of the examinee. Chauncey Group International sent out correction notices to centers that stocked these exams and asks that all TCOs check each of the appropriate examination booklets before administering the tests.

ACT Assessment reminder

Please take a close look in your safe. If you currently stock the ACT Assessment Form 59A, it expired 31 October and cannot be used after that date. See page II-2-6 of the ACT chapter in the FY03 edition of the *DANTES Examination Program Handbook (DEPH)* for ordering procedures.

FY03 DEPH correction

Please make the following change to the FY03 *DEPH*, Part II, DSST, Chapter 4, page II-4-7:

Next to the heading “**DSST Principles of Public Speaking**,” line through the sentence “Retests require a different speech topic unless the examinee is retesting after two years.” The change page in the front of the chapter correctly states, “There is no longer a 2-year waiting period for using the same topic card while administering the Principles of Public Speaking.”

A+ exams funded pilot nearing start-up

Computer Technology Industry Association (CompTIA) will team with DANTES to offer a funded pilot certification program for military personnel. DANTES purchased 475 vouchers so eligible active duty or Reserve component personnel can test on the A+ and A+ OS exams. Those with a minimum of 6 months experience in information technology may have the opportunity to take the A+ and A+ OS exams at no cost. Examinees must successfully complete both exams to be awarded certification from CompTIA.

Prospective examinees must contact their supporting VolEd Program office (Education Center, Navy College Office, Reserve ESS, etc.) for information about procedures, eligibility, and authorization to sit for the exams. The A+ and A+ OS exams are administered only at Prometric or VUE national test centers and are available only in computer-based testing (CBT) format. Education Services staff providing support to interested Service members can obtain information about DANTES procedures by going to the web site listed below or by contacting the DANTES Certification Program office.

For more information, please refer to the DANTES Certification Program web site at <http://voled.doded.mil/dantes/cert>. Contact Sandra L. Winborne, Manager, Certification Programs, at (850) 452-1360 or DSN 922-1360, or E-mail her at winborne@voled.doded.mil.

Certification

FCC funded pilot starts soon

The National Association of Radio and Telecommunications Engineers, Inc., (NARTE) and DANTES recently finalized an agreement that will result in a funded pilot certification program for eligible Service members.

DANTES and NARTE will provide funded Federal Communication Commission (FCC) examinations (that is, at no cost) to eligible military personnel in related occupational specialties.

Prospective examinees may request an application and sign up to take the exams at the DANTES Test Center on base. Candidates for certification may take up to three FCC examinations in one setting. DANTES has established a paperless voucher system to track candidates from the time their DANTES application goes into NARTE until the exam is scored and NARTE sends out score reports.

The local DANTES TCO plays a critical role in the administration of these certification exams. Education Services personnel supporting prospective examinees can obtain information about procedures by going to the web site listed below or by contacting the DANTES Certification Program office.

For additional information regarding this funded pilot, please go to the DANTES Certification Program web site at <http://voled.doded.mil/dantes/cert>. Contact the Manager, Certification Programs, Sandra L. Winborne at (850) 452-1360 or DSN 922-1360. Ms. Winborne's E-mail address is winborne@voled.doded.mil.

ICPM offers certification for managers

The Institute of Certified Professional Managers (ICPM) offers certification to managers worldwide. Founded in 1974, the Institute exists to raise competency and professionalism in the field of management. To date, almost 10,000 professionals representing a wide variety of industries have earned the Certified Manager (CM™) designation. Certification denotes a level of management knowledge and professionalism and a commitment to lifelong learning.

Certification encompasses application, study, assessment, and continuing professional development. The application reviews management experience and education and requires an endorsement of the ICPM Code of Ethics. Eligible applicants take three assessment exams that cover management topics organized into three areas of study — personal skills, interpersonal skills, and administrative skills. Each of the 2-hour exams can be taken with a proctor at a Service education center or taken via home or office computer. Self-study manuals and an interactive tutorial are provided by ICPM to prepare for the exams. Individuals who successfully pass all three exams may use the designation "CM™" after their names to signify their accomplishment. CMs are expected to partake of 10 hours of continuing education annually to keep their certification current.

Additional information about the Certified Manager Program and an online application form can be obtained at <http://cob.jmu.edu/icpm>. Questions can be addressed to the ICPM office at (800) 568-4120. Veterans may use their GI Bill education benefits to pay for certification tests by completing and submitting VA Form 22-1990. This form can be

obtained online at <http://www.gibill.va.gov> or by calling toll free (888) 442-4551. Direct questions for the DANTES Certification Program to Sandra Winborne at (850) 452-1360 or DSN 922-1360, or E-mail to swinborne@voled.doded.mil.

CLEP CBT FROM 1

resulting DITSCAP documentation to the Services. The exact time line for this phase is contingent upon contractual negotiations of software development requirements and the results of the DOD Type Accreditation process.

Based on the DO IT site survey responses, we identified education centers that potentially could support CLEP eCBT. To verify site-specific information, test centers were required to complete and submit a "Pre-Deployment Checklist" directly to DANTES. This checklist is critical for:

- Identifying Type Accreditation configuration models per Service.

- Determining site readiness and planning of related deployment events.

- Initiating the ETS digital certificate process for authenticating CLEP eCBT test centers.

- Providing technical data necessary for the ETS "Help Desk" to provide software support during and after deployment.

Preliminary pilot site findings included very favorable comments from both the DANTES TCO and examinees. Hands-on training and multiple testing sessions during the 2-week pilot provided the opportunity for the testing personnel to become

Continued on page 7, CLEP CBT

DISCOVER available online

ACT has announced that an Internet version of DISCOVER will be available soon. The program will be hosted entirely on ACT's servers, which means there is nothing to load or install at your site. All you need is Internet access (56K or better). Individuals using this version will be able to log on with their unique password from any computer that has Internet access, allowing use at home and other locations.

This new DISCOVER version contains all the features that DISCOVER users have indicated are most important and used most often. While this includes most of the parts of the current Windows version on CD-ROM, *Life Roles*, *Transitions*, *Job Setting Values*, and *MBTI Results* sections are not available at this time online. A few minor changes have been made in the *Prepare for Job Search* section, and due to current limits on web technology in many areas, videos (including the Interview videos) are not available in this initial release.

More information about the Internet version is now available on the ACT web site at <http://www.act.ort/discover>. Make sure you also review the *Tech Specs*. If you have questions about the Internet version or the Windows version, please E-mail discover.dantes@act.org, or call 800-498-6068 (Please identify yourself as a DANTES military site).

We need your response in order to plan for which version you'd like to use when the update cycle occurs in January. If you currently are authorized to use the Windows version, please send an E-mail to discover.dantes@act.org with the following information:

Site or base name

Address

Name and position

Phone number

Version for January update:
(Windows CD or Internet)

If you are not authorized to use DISCOVER and are interested in coming on board in January, please contact Vince Harmon at DANTES at DSN 922-1844, (850) 452-1844 or E-mail vharmon@voled.doded.mil.

College orientation workshop available

DANTES recently developed a College Orientation Workshop. It consists of a color handout and PowerPoint presentation to use when briefing new or potential college students. The workshop covers such things as:

Ten Myths About College

Kinds of Post-Secondary Institutions

What is Accreditation?

Diploma Mills

Most Common Degrees

Note-Taking Tips

How to Make a Speech

Vocational Training

Financial Aid

Using Your Library and Computer

Tips and Advice for College Freshmen

We also included a special critique so that attendees can evaluate the workshop after attending. DANTES

developed this workshop as a counselor support tool. We encourage education centers to use it as is or modify it accordingly to meet your installation's needs. If your education center would like the handout and PowerPoint presentation, contact Ms. Sheila Nyjordet (Nee-or-det), DANTES' Reference Publications Manager at snyjorde@voled.doded.mil, DSN 922-1763 or (850) 452-1763.

DANTES staffers retire

Several DANTES staff members retired recently. Ms. Dot Jones, secretary of the Education Programs Department, retired after more than 24 years of federal service.



Dot Jones

Mr. James (Tom) Chastian, Material Handler in the Distribution Center, retired on 30 September after 18 years of civil service. He joined the staff in April 1996, after serving for 23 years in the Navy.



Tom Chastian

Mr. Donald (Don) W. Southern, also a Material Handler in the Distribution Center, retired on 31 October after 12 years civil service. Don came to DANTES in February 1992 after serving 28 years in the Navy.



Don Southern

We wish them fair winds and following seas.



MGySgt O'Keefe

Exhibiting excellence!

by MGySgt James P. O'Keefe, DANTES Special Enlisted Advisor

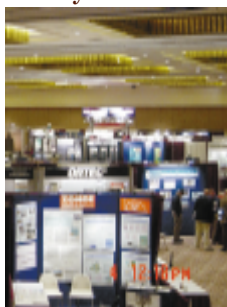
The DOD Worldwide Education Symposium 2003 (WW03) will be held at the Orlando World Center Marriott Resort & Convention Center, Orlando, Florida, 7-11 July 2003.

One highlight of this Symposium is the **Exhibit Hall!** As Exhibitors, professional educators, educational institutions and associations, and educational vendors will exchange information, explore the needs of attendees and feature their latest theme-related products or services. A great opportunity to get your message out!

WW03 Exhibits are intended to feature **theme-related** exhibits of products or services of interest and value to attendees. The Symposium theme is **"Lifelong Learning: Enhanced Readiness for the Nation."**

Examples of solicited exhibits include: Education Materials, Publishing Companies, Technological Innovations, Information Technology, Education Institutions, Education Organizations and Military Services.

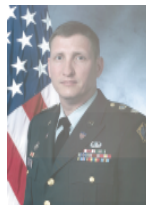
The Crystal Ballroom



Early Exhibitor Registration is through 15 December 2002.

To see the Exhibit Floor Map, Current Reserved Booths, and the Exhibitor Prospectus, visit the WW03 Symposium web site at <http://www.ww-003.com> or contact TMC Design Corporation at (757) 357-4011.

All exhibit requests must be received by 1 March 2003.



MAJ Abbenhaus

RCEP meeting held at Pentagon

by MAJ Hal Abbenhaus, DANTES Reserve Component Advisor

The Reserve Component Education Panel (RCEP) meeting was held 12 September at the Pentagon. COL Henry Payne, Office of the Assistant Secretary of Defense (Reserve Affairs), hosted and chaired the meeting. He opened by welcoming Mr. Gary Woods, Chief, Continuing Education Programs, Office of the Assistant Secretary of Defense, Force Management Policy. Others attending were MAJ Hal Abbenhaus, DANTES Reserve Component Advisor; Mr. Abdul Ali, Army Reserve (USAR); CPT Elizabeth Kirby, Army National Guard (ARNG); MSgt Herbert Laughlin Air National Guard (ANG); and Ms. Joyce Taylor, Coast Guard Reserve (USCGR).

Mr. Woods discussed his position, focus, and pledged support to Reservists and the RCEP. He mentioned recent voluntary education success stories such as tuition assistance (TA) top-off, where the Veterans Administration pays remaining 25 percent on courses; joint tuition assistance policy (100 percent) for active components (AC); increased TA caps and ceilings for the AC (\$250/\$4500); and an \$18 million balance for the Troops to Teachers program now open to the Reserve components (RC).

MAJ Abbenhaus provided the panel with reports indicating past and current usage of DANTES programs. The RC have taken approximately the same number of DANTES-sponsored tests as in FY01, increased the use of available TA funds, taken fewer certification tests than the previous year, and seen an increase in enrollments in the Troops to Teachers program.

Other items of note were the CLEP computer-based testing program pilot tested at three AC education centers; encouraging eligible members to sign up on the MCNet, available on the DANTES web site; and a reminder to register for the DOD Worldwide Education Symposium scheduled for 7-11 July 2003 in Orlando, also available on the DANTES web site.

The RCEP members presented reports on their component's TA usage. Ms. Taylor, USCGR, reported that SOCCOAST should be completely functional by 15 November. She also mentioned that the Coast Guard would continue to publish the *Student Guide to Success* booklet. Mr. Ali, USAR, reported that the USAR will continue the TA program and FY03 rates will be funded at 75 percent with an annual cap of \$3500 and \$187.50 per semester hour. CPT Kirby, ARNG, stated that the Army National Guard Institute recently awarded a contract and would start up

Continued on page 7, RCEP

Online registration available for DOD Worldwide Symposium

You may now register online to attend the DOD Worldwide Education Symposium at <http://www.ww-003.com>.

Registration fee: \$185 on or before 7 June 2003

Late Registration fee: \$200 (Credit cards will be charged the week of 16 June 2003.)

Hotel reservations: The Orlando World Center Marriott Resort & Convention Center is now accepting reservations. Call 1-800-564-3181.

Room rates: \$95 (Government rate) plus taxes. \$120 Conference Rate plus taxes. (Please ask for the Government rate if traveling on government orders.)

Check the DOD Symposium web site at <http://www.ww-003.com> for information and updates throughout the upcoming year. Postings of the agenda will be added along with more *Frequently Asked Questions (FAQ)* to keep you informed or clarify any questions you may have. If you want to fax your registration and/or hotel reservations directly, you may go to the web site and download these forms. Be sure to read the *DANTES Information Bulletin* next month for extensive coverage of all Symposium details.

CLEP CBT

FROM 4

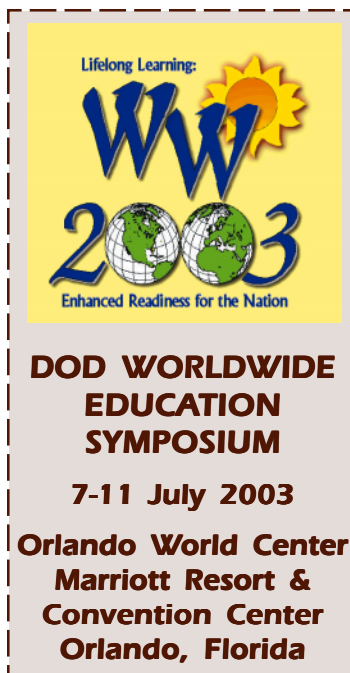
comfortable with the software. Test centers modified their existing testing room configuration to maximize efficiency and facilitate scheduling and counseling of examinees. The administrative workload associated with CLEP testing was significantly reduced. Examinees were excited about getting their scores immediately after testing, and even those examinees who failed appreciated knowing their results. Other findings were:

Accurate, timely, and verified "Pre-Deployment Checklist" information is critical for successfully installing the CLEP eCBT software.

Local computer technical support is necessary for accurately completing the checklist.

Technical support personnel are needed to install the CLEP eCBT software, configure the computers, establish the end-user permissions, and assist TCOs with communicating and resolving technical problems via the ETS "Help Desk."

Dependable Internet connectivity is required for successful installation of the software and for conducting "end-of-day" electronic processing of test administration data to ETS.



Technical support personnel need accurate, detailed system documentation and system-level orientation prior to on-site installation. Functional end-users (i.e., TCOs, ATCOs, and examiners) require pre-deployment orientation training and hands-on software training. In some cases, Windows 2000 end-user training may also be needed.

We extend our appreciation to all the TCOs, ATCOs, contract examiners, and local computer technical support personnel who participated in the CLEP eCBT pilot-testing phase. Their efforts significantly contributed to evaluation of the software and our efforts to plan the future deployment of CLEP eCBT to DANTES Test Centers.

RCEP

FROM 6

again in mid-October. The Institute, newly named the Army National Guard Education Support Center (ESC), will be based out of Camp Robinson, Little Rock, Arkansas.

COL Payne closed the meeting by mentioning that the RC has recommended that MGIB benefits be extended from 10 years to 14 years.

The next RCEP will be held in San Antonio, Texas, 3-6 February, in conjunction with the Council of College and Military Educators conference.

For additional information, or input to the RCEP, contact COL Henry Payne, OASD-RA, or the respective RCEP member. For information on RCEP members, visit <http://voled.doded.mil/dantes> and click on "Reserve Component Programs."

DANTES Information

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The Secretary of the Navy has determined this publication necessary in the transaction of business required by law of the Department of the Navy. Funds for printing this publication have been approved by the Navy Publications and Printing policy committee.

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